



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: March 29, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 30, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, April 28, 2016**. Applicants will not be accepted after that time and date.

If you have any questions, please contact Halie Zulauf at 217/782-5594.

TM VIII

Deputy Director of Internal Audit
Office of Internal Audit
Springfield
RUTAN EXEMPT POSITION

Attachments
40886

A cover letter, resume and technical application (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Thursday, April 28, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager VIII - RUTAN EXEMPT POSITION	Salary Range:	\$7,035 - \$11,240
Position Title:	Deputy Director (Deputy Chief Internal Auditor)	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW418-23-05-000-00-01	IPR#:	40886

Office/Central Bureau/District/Work Address:

Office of Internal Audit – 2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position assists in directing and implementing a comprehensive agency wide internal audit program; developing program policies, goals and objectives; developing the agency's *Annual Internal Audit Plan*; determining staffing and budgetary requirements of the *Internal Audit Program*; providing monitoring and oversight of staff conducting internal audit work; monitoring implementation of audit recommendations and findings; and representing the DOT as it relates to the *Internal Audit Program* and findings.

Special Qualifications:

The following criteria is required:

- Bachelor's degree preferably with course work in auditing, business management, public administration, economics, accounting or related subjects
- Certification as a Certified Public Accountant or Certified Internal Auditor with at least four years of progressively responsible professional auditing experience; or as an Auditor with at least five years of progressively responsible professional auditing experience
- Travel may be required with limited overnight stays

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	November 23, 2015	POSITION:	Deputy Director (Deputy Chief Internal Auditor)
APPROVED BY:	<i>Stephen Kirk</i>	OFFICE/DIVISION:	Office of Internal Audit
CODE:	PW418-23-05-000-00-01	REPORTS TO:	Director/Chief Internal Auditor

Position Purpose

This position assists in directing and implementing a comprehensive agency wide internal audit program; developing program policies, goals and objectives; developing the agency's *Annual Internal Audit Plan*; determining staffing and budgetary requirements of the *Internal Audit Program*; providing monitoring and oversight of staff conducting internal audit work; monitoring implementation of audit recommendations and findings; and representing the DOT as it relates to the *Internal Audit Program* and findings.

Dimensions

Staff	12 - 15
Function Areas to Review/Departmental Employees	11/5,200 +/-
Special Audits and Reviews	40 - 50

Nature and Scope

This position reports to the Director. Reporting through this position to the Director are the Public Service Administrators, the Internal Auditor I the Internal Auditor Trainee and Executive Secretary.

Subject to administrative approval of the Secretary of the Department of Transportation, serves as Deputy Chief Internal Auditor, a policy formulating administrator with authority to commit the agency to specific courses of action. S/He assists the Chief Auditor with directing and implementing a comprehensive agency-wide internal audit program; developing program policies, goals and objectives; developing the agency's *Annual Audit Plan* for submittal to/approval by the secretary; and determining staffing and budgetary requirements of the *Internal Audit Program*. This position assists the Chief Internal Auditor in monitoring implementation of audit recommendations and findings and representing the DOT as it relates to the Internal Audit Program and findings.

Typical problems include determining the scope of audits to be conducted in response to operational changes or new knowledge. The greatest challenges involve maintaining accurate, objective, and timely communications with management; conferring with executive management on policy issues, new/revised program activities and functions; conducting conferences with agency management to apprise and solicit input on major audit issues or areas of concern, and resolving administrative program and provide program efficiency.

This position personally serves as deputy Chief Internal Auditor by assisting in developing, directing and implementing a comprehensive agency-wide internal audit program. As policy formulating administrator, s/he assists in the development of the agency's *Annual Internal Audit Plan* for submittal to/approval by the Secretary, ensuring compliance with audit requirements of the *Fiscal Control and Internal Auditing Act* and risk assessments.

This position assists the Chief Internal Auditor in determining priorities of the internal audit activity consistent with the agency's jurisdiction, missions, and program objectives; interpreting statutes, rules, regulations and procedures relating to and/or affecting audit policy as it relates to Internal Audit's operations. The incumbent assists in the identification and evaluation of significant exposures to risk and contributes to the improvement of risk management and control systems; in the establishment and implementation of internal auditing policies, standards and procedures to support a proactive risk management control, accountability, economy and efficiency; and the improvement of governance of business processes. The incumbent may serve as official DOT spokesperson on behalf of the agency to internal and external entities. S/He consults with departmental administrators and the Auditor General's Office in the discussion of on-going audit issues, many of which deal with documentation of a sensitive and controversial nature. The incumbent provides testimony before the legislative committees as it pertains to audit findings and to promote understanding of and to interpret the position of the department relative to the *Internal Audit Program*. The incumbent assists in the evaluation of the propriety of audit findings and recommendations and the development of summaries regarding the impact of audit findings and in the development and drafting of decision memorandums supporting recommendations relative to audit findings which have serious impact on the agency; in directing audit responsibilities to address the more complex audit needs and the application of professional audit standards. This position confers with executive management on policy issues, new/revised program activities and areas of concern, to resolve administrative program and provide program efficiency; makes recommendations for change to enhance operations; monitors implementation of internal audit recommendations and advises the Secretary of implementation status. S/He provides notice of failure to implement for adequately implement recommendations which jeopardize missions and/or program objectives. This position, in conjunction with the Chief Auditor, assesses staff training needs and ensures compliance with Certified Professional Development (CPO) requirements. S/He assists in the coordination with the Financial Review and Investigations Section to ensure proper coverage to maximize utilization of resources and ensuring Agency's position is properly presented and communicated.

Responsibilities are accomplished through Public Service Administrators, Internal Auditor I and Internal Auditor Trainees who perform various complex, non-complex routine and non-routine audits/reviews of agency programs.

This position has wide latitude to accomplish responsibilities. It ensures compliance with all departmental as well as applicable state/federal rules and regulations. S/He applies professional audit standards to ensure consistency with current standards of the profession. The incumbent develops staffing and budgetary priorities and independently reallocates resources to maintain optimal agency Internal Audit Program functions and operational efficiency.

The incumbent has contact with departmental staff at all levels. External contacts include the Illinois State Auditor General, the Governor's Office, the legislature, other state internal auditors and the Office of Management and Budget and other professional associations to exchange information. Travel may be required.

The effectiveness of this position is measured by the development of a comprehensive agency-wide internal audit program.

Principal Accountabilities

1. Assists in developing, directing and implementing a comprehensive agency-wide audit program; developing the agency's Annual Internal Audit Plan; determining priorities of the internal audit activity consistent with the agency's jurisdiction, missions, and program objectives; identifying and evaluating significant exposures to risk and contributing to the improvement of risk management and control systems; and establishing and implementing internal auditing policies. Assists with tracking Internal Audit findings and tracking and reporting on the performance of the Office of Internal Audit.

2. Provides day to day supervision and oversight of staff auditors; assigns work; reviews, corrects and approves work papers, findings, reports and other work products; provides guidance and training; counsels staff regarding work performance; prepares and signs performance evaluations; approves time off.
3. Serves as official DOT spokesperson to all internal and external entities in regard to the internal audit program.
4. Consults with departmental administrators, Office of the Comptroller, Office of the Treasurer, Office of the Attorney General, other State Internal Auditors and other State agencies, agencies of the Federal Government, other State Transportation bodies, the Auditor General's Office or external auditors under contract with that office, in the discussion of on-going audit issues or in order to comply with all legal and procedural requirements in the execution of their duties and responsibilities.
5. Evaluates propriety of audit findings and recommendations and develops summaries; develops/drafts decision memorandums supporting recommendations relative to audit findings. Confers with executive management on policy issues as well new/revised program activities and functions. Attends various conferences and meetings with auditees, management and others necessary in the execution of the duties of the Office of Internal Audit.
6. Trains and evaluates staff. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as required or assigned.